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Approved For Release 2003/04/29 : CIA-RDP84-00780R000200120076-6

Of M 2

7 May 1963

MEMORANDUM FOR: Chief, Records Management Staff/DDS

SUBJECT : Survey Report of WH Registry Section

1. I wish to extend my appreciation to [] and the Records Management Staff for the excellent survey made of the WH Division Registry and the report rendered on 26 April 1963.

2. This fact-finding survey was made at my request, and the resultant report has fulfilled my needs beyond expectations. Being new in the Division, it has provided me with information I do not believe I could have obtained otherwise. You may be interested to know that through [] recommendations I have already been able to eliminate over twenty hours of overtime per week in Registry from the implementation of only one recommendation. Considerable duplication and unnecessary work has been eliminated which has made time available for improvement in necessary procedures. The recommendations are being implemented a little at a time so as not to press the Registry staff beyond its ability to accomplish each change correctly and efficiently.

3. [] displayed a professional ability in this task. She proceeded with tenacity to obtain information and even went to three other Registry Sections to compare procedures and determine the best standardized methods proven by practice.



cc: DDS

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